CLASS SPECIFICATION

Botanic Technician II

FLSA Status: Covered
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under general supervision, directs and performs support and technical assignments applying botanical, horticultural and natural resource knowledge in implementing botanic, natural areas trail, and horticultural projects; assists with planning projects and with reviewing project success after implementation; plans, organizes, trains and directs seasonal employees, volunteers and nonprofit organizations in carrying out assigned project activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Botanic Technician II is the advanced technical support/assistance level in the Botanic Technician series. Incumbents implement planned activities; provide on-site instruction, direction and guidance; assist with the development of botanic, natural areas and horticultural project plans and coordinate with volunteer groups as needed.

Botanic Technician II is distinguished from the Botanic Technician I, in that the incumbents in the latter class work alongside of seasonal staff and volunteers and support their work, while the former class directs work teams comprised of seasonal employees, volunteers and nonprofit organizations and ensures availability of project materials and resources and reviews and reports on results.

Botanic Technician II is distinguished from the Botanic Specialist I, in that incumbents in the latter class plan and develop broader, more complex projects, develop partnerships with community and nonprofit organizations, develop communications and promotional materials, and secure funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Organizes, trains, and leads seasonal staff, volunteer and community non profit work parties and projects; conducts safety demonstrations and presents information to seasonal staff, volunteers and community groups; determines and secures supplies for the group; monitors the health and well being of crew members during the work day and responds to any emergency situations as needed. .

2. Implements assigned activities from the project plan; assesses requirements and arranges/ensures availability of materials, tools, equipment and resources for assigned work;

3. Advertises/posts requests for volunteers; serves as primary volunteer contact assigned projects; follows up to ensure that sufficient people are signed up to complete the project; recommends rescheduling/cancellation as needed

4. Performs natural resource restoration work as assigned; removes non-native vegetation with hand and power landscaping equipment and herbicides, plants native plants in natural area locations suited to the plants' growing requirements; leads trouble-shooting issues in the field.

5. Performs trail project work as assigned; analyses trail conditions; grades, lowers, raises and reroutes soft surface trails as directed; utilizes landscaping hand tools and power tools; performs trail and bridge maintenance; transports supplies and equipment to remote locations; completes Universal Trail Assessment Process (UTAP) forms as requested.

6. Reviews completed project work for quality; reports project results to management; reports volunteer hours and other requested information to community organizations.

7. Assists with the design and planning of basic habitat enhancement projects; coordinates and plants basic project components as assigned; plans and implements activities within assigned project plan.

8. Conducts surveys, records field conditions, gathers and compiles information.

9. Inputs information into databases.

10. May perform routine maintenance activities on small park facilities and furnishings.

11. May remove illegally dumped debris and transient camps.

12. May assist with care and curation of botanic collections, or with landscape maintenance or construction.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of natural area restoration work.
2. Native and non-native plant identification.
3. Common horticultural principles and practices.
4. Selection and planting of native plants
5. Non-native plant removal.
6. Use of pesticides.
7. Techniques and practices of trail assessment, construction, repair and maintenance.
8. Basic park and facilities maintenance
9. Leadership of and communication with part-time staff and volunteers
10. Applicable laws, rules and ordinances related to park use.

Ability to:

1. Operate hand tools, small power equipment, and work vehicles.

2. Operate specialty equipment such as specialty mowers, spray equipment and power wheelbarrows.
3. Operate utility vehicles, small trucks, vans, tractors and other vehicles in natural areas, parks and roadways.
4. Plan, organize, and implement restoration activities.
5. Assess project resource requirements.
6. Operate a personal computer and use word processing, spreadsheet and database software.
7. Communicate effectively, verbally, written and via e-mail, with the general public, co-workers and volunteers.
8. Provide onsite direction, instruction and guidance to paid and volunteer workers at a wide variety of skill levels.
9. Work constructively in a team environment.
10. Keep accurate and detailed records and information.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent, supplemented by courses in natural ecosystems, natural resource management, vegetation management, botany, horticulture, natural resource science and two years of natural area restoration experience or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments
Ability to obtain a public pesticide applicator's license within 6 months of appointment
Ability to obtain and maintain First Aid and CPR certification
Hands On Portland and other community group certifications within 6 months of appointment preferred for certain assignments.
Arborist certification preferred for certain assignments.
Universal Trail Assessment Process certification preferred for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 10/7/2009